



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BINDERY WORKER II	25	H	9.732
BINDERY WORKER I	22	H	9.733

SERIES CONCEPT

Operates a variety of bindery machines such as cutters, collators, folders, stitchers, spiral and velo binders, and perfect binder machines to prepare stock for printing and assemble and bind printed materials; and performs related duties as required.

Schedules the work flow through the bindery by reviewing the work orders to determine the type and sequence of bindery work and the production deadline.

Sets up and operates the paper cutter to cut paper to the proper size for press operations. This includes: selecting the appropriate paper stock; determining the cutting pattern to minimize waste; adjusting the cutting guides and knife trimmer manually or by programming the controls; positioning the stock on the machine bed; activating the machine; examining the cut stock for trimming imperfections.

Sets up and operates the folding machine to fold printed sheets and/or to fold and cut printed sheets into pages for binding by: adjusting the guides, plates, and scorer; programming the controls to regulate the gluing and trimming systems; running a sample sheet through the machine; stacking the printed sheets on the automatic feeder; activating the machine and adjusting the machine as necessary during the production process.

Sets up and operates a paper drill to punch holes in printed paper by establishing the location and the number of holes to be drilled; setting the measurements on the paper drill; activating the machine by depressing the foot pedal until the drill penetrates the stack of paper.

Sets up and operates a stitcher and three knife trimmer to trim and staple printed material together which includes threading the wire; positioning stitching heads to establish proper spacing; adjusting guides for the final trim on finished products; activating the machine, examining materials for quality of stitching.

Reviews printed material for quality and conformance with printing instructions; packages and prepares completed jobs for shipment.

May provide lead work supervision to other bindery workers and student workers to include providing training, and assigning and reviewing work.

CLASS CONCEPTS

BINDERY WORKER II

Under general supervision, incumbents perform the range of duties described in the series concept. At this level incumbents operate, service, and maintain the full range of bindery equipment including folders and perfect binder machines; occasionally operate offset reproduction machines;

CLASS CONCEPTS (cont.)

and are typically responsible for coordinating workflow through the bindery and reviewing the quality of printed materials prior to shipment.

This is the journey level class in the series.

BINDERY WORKER I

Incumbents in positions allocated to this class either receive training in the more complex duties described in the series concept in preparation for progression to the next level in the series and/or independently perform basic duties such as cutting paper; stapling printed material; jogging and padding paper; and wrapping shipments in preparation for delivery. Positions allocated to this level are distinguished from the next level of the series by the limited variety and/or complexity of equipment which typically requires simple adjustments or programming of controls prior to operating the equipment.

This is the entry level class in the series and progression to the next level in the series is not automatic.

MINIMUM QUALIFICATIONS

BINDERY WORKER II

EDUCATION AND EXPERIENCE:

I

Two years of experience operating a variety of bindery machines equivalent to a Bindery Worker I in Nevada State service; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

SPECIAL NOTE: Work is performed in a noisy environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the methods, materials and equipment used in printing and bindery operations. Working knowledge of safe working procedures. Working knowledge of the policies and procedures of the work unit to which assigned.

Ability to determine whether printed materials meets the quality standards of assigned work unit. Ability to train employees in bindery operations and schedule, assign, and review work. Ability to set priorities which reflect the relative importance of production jobs.

Skill in performing basic printing jobs using a duplicating machine or offset reproduction machine.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Skill in operating, servicing, and maintaining a wide variety of bindery equipment. Ability to work independently and follow through on assignments with minimal direction.

In addition, all knowledge, skills and abilities required at the lower level of the series.

BINDERY WORKER I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education; OR

II

Six months of general work experience.

SPECIAL NOTE: Work is performed in a noisy environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the methods, materials, and equipment used in printing and bindery operations. General knowledge of the policies and procedures of the assigned work unit. General knowledge of safe working procedures.

Ability to prioritize assignments and complete duties within the required time frame. Ability to establish and maintain cooperative working relationships with co-workers and agency staff.

Skill in safely operating common bindery equipment. Skill in detecting problems with machinery, controls, and feeding mechanisms which result in imperfections in the final product.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read sufficient to read and interpret work orders and equipment operation and service manuals. Ability to write sufficient to prepare work orders and shipping documents. Ability to understand and follow written and oral instructions. Ability to measure materials and perform mathematical calculations to determine proper spacing and the amount of material to be trimmed. Ability to communicate effectively with co-workers and agency staff. Ability to lift and package paper stock and finished products.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.732</u> 7/1/91P 11/29/90PC 2/15/91PC	<u>9.733</u> 7/1/91P 11/29/90PC 2/15/91PC
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